



**CONNECTICUT STATE COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB OPPORTUNITY
June 9, 2015**

Grant Project Assistant

Open To: The Public
Location: 61 Woodland Street, Hartford, CT
Hours: Full-Time, 40 hours/week
Compensation: Professional 2 (\$45,200 – 60,000 based on experience & training)
(Position is grant funded through September 30, 2017 with no expectation of continuance.)
Closing Date: **June 23, 2015**

The CSCU system has received a U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training grant referred to as the Connecticut Advanced Manufacturing Initiative (CAMI). In support of this grant, the Connecticut State College and University System (CSCU) invites candidates who have knowledge, experience and a record of success in grant coordination to consider this challenging job opportunity located at the System's Central Office.

This position, reporting to the CAMI Project Director plays a key supporting role through effective performance with system-wide grant activities in the areas of programmatic, financial, and administrative coordination. The incumbent must develop and maintain a collaborative relationship with grant-related personnel at each participating community college, recruitment and retention personnel at the regional Workforce Investment Boards, and employees at the BOR, interacting periodically with various committee and work group members.

REPRESENTATIVE ESSENTIAL DUTIES INCLUDE:

- Coordinate and provide guidance to college personnel regarding data collection related to grant activities (e.g. student program progression, quarterly programmatic reports, recruiting and marketing, etc.) from college-based Educational Assistants and WIB Recruitment & Retention Coordinators,
- Develop and maintain an electronic and hard copy filing system for backup fiscal reporting, in addition to working with each CAMI college to provide training on developing similar site-based filing strategies,
- Compile information and update CAMI BlackBoard site, to include articles from local and regional news sites, quarterly and annual reports, calendared events, meetings, contracts and MOUs, marketing materials FAQs, etc.,
- Create organizational charts, visuals for presentations, and contribute content and ideas in the creation of CAMI marketing materials (e.g. brochures, flyers, etc.) for the colleges and WIBs,
- Coordinate meeting and training logistics, prepare and distribute minutes, oversee administrative functions, and provide follow-up with attendees regarding assigned tasks and benchmarks.
- Assist the Grant Financial Officer with the review of grant expenditures, reconciling discrepancies, and implementing appropriate changes (e.g. resubmission, unallowable charges, acquiring backup documentation, etc.),
- Monitor Time & Effort reports to ensure all Federal and Federal-Pass-Through grantees complete and record the time and effort personnel spending on all grant activities,

- Review documents charging grant accounts to ensure compliance with the terms of various grant contracts (e.g. vendors, colleges, etc.), Federal, and BOR regulations in the procurement of all supplies, equipment, and services required by grant award,
- In collaboration with the Grant Finance Officer, insure the accuracy of regular financial reports reflecting activities of grant and contract projects for grantees, granting agencies, and auditors,
- Assists the Grant Financial Officer in providing guidance and technical support to grantees in preparing and revising grant budgets and requesting grant extensions from granting agencies when necessary,
- Reviews fiscal reports from grant sub-recipients to ensure backup documentation is complete and in compliance with grant regulations,
- Track grant fiscal activity in both Excel and Banner,
- Tracks grant subcontracts and Memoranda of Understanding.
- Work with the Project Director, Grant Finance Officer, Research Analyst, and the Director of Sponsored Projects to accomplish assigned project tasks,
- Performs other essential duties consistent with the general scope of the position.

QUALIFICATIONS:

Required qualifications include excellent organizational skills and attention to detail, effective oral and written communication, strong interpersonal skills with the ability to be diplomatic and work effectively with diverse audiences, ability to prioritize projects with strong problem solving skills, ability to balance taking initiative and taking the time to ask clarifying questions, strong computer skills with a working knowledge of spreadsheets, database applications, and word processing. Experience with grant management as well as proficiency with BlackBoard and Banner are preferred.

These skills and abilities are normally acquired through a combination of experience and training which includes a Bachelor's degree in business, education, or accounting as well as not less than two to three years of experience providing front-line customer service and/or administrative support, coordinating aspects of grants, projects, or programs, and assisting with financial accounting or bookkeeping.

APPLICATION PROCEDURE

Applications must be submitted electronically to jobs@ct.edu and must be received no later than **June 23, 2015**. Please reference “**Search #15-019**” on the subject line of all emails.

Please submit the following two (2) attachments with your email:

(1) BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**

(2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

Refer to www.ct.edu for more information about the CSCU and our 17 institutions.

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The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.